

AIR PERMIT APPLICATION COVER SHEET - INSTRUCTIONS

The purpose of this cover sheet is to obtain the core information needed to process the air permit application. This cover sheet is required for all air permit applications submitted to the [Indiana Department of Environmental Management \(IDEM\), Office of Air Quality \(OAQ\)](#). For the purposes of this form, the term "source" refers to the plant as a whole and NOT to the individual emissions units. This cover sheet should be placed on top of all subsequent forms and attachments that will comprise your full air permit application packet.

If you have any questions, contact the IDEM Office of Air Quality Permit Reviewer of the Day (PROD) at (317) 233-0178 or 1-800-451-6027 extension 3-0178 (toll free call within Indiana) or via electronic mail using the online form at <http://www.in.gov/idem/air/permits/prodform.html>.

1. Tax ID Number:

Provide the identification number that this company uses for tax purposes.

Part A: Purpose of Application

Part A is intended to gather information about the location of the source of air pollutant emissions. The questions in this section refer to the plant site, or "source," of air emissions.

2. Source Name:

Provide the legal name of the company or plant that will be used to conduct official business with this source.

3. Source ID:

The source identification (ID) number consists of a three (3) digit county code and a five (5) digit source code separated by a dash (-). Sources that have been previously permitted with the OAQ should have received a source ID from our office. If you are planning to construct an entirely new source, you will not yet have a source ID, so you will need to put the words "Not Applicable" on this line.

If you think you have a source ID, but you are not sure, contact the permit reviewer of the day at (317) 233-0178 or 1-800-451-6027 extension 3-0178 (toll free call within Indiana) or via electronic mail using the online form at <http://www.in.gov/idem/air/permits/prodform.html>.

4. Date Submitted:

Provide the full date, including the month, date, and all four (4) digits of the year, on which you either hand delivered or mailed the air permit application packet to the IDEM Cashier.

5. Permit Level:

Indicate the permit level you are requesting with this application by checking the appropriate box. The permitting level is defined by the source's total [potential to emit \(PTE\)](#). If any one of the criteria pollutants or hazardous air pollutants emitted from the facility have a PTE that triggers a higher permitting level, then the entire source is subject to the rules and regulations that correspond to the higher permitting level. The IDEM Permit Guide (on the Internet at <http://www.in.gov/idem/guides/permit/>) provides a more detailed explanation of permitting levels and options. If you are not sure what your permitting level should be, contact the permit reviewer of the day at (317) 233-0178 or 1-800-451-6027 extension 3-0178 (toll free call within Indiana) or via electronic mail using the online form at <http://www.in.gov/idem/air/permits/prodform.html>. For every permit application, IDEM, OAQ's review of the application materials will determine if you have selected the appropriate level.

- [Registration](#): The criteria and scenarios that define the requirements for sources to obtain a registration are defined in 326 IAC 2-5.1, "Construction of New Sources" and 326 IAC 2-5.5, "Registrations". Sources proposing to construct new emissions units need to refer to the new source registration pollutant PTE trigger levels defined in 326 IAC 2-5.1-2(a)(1). All other sources should refer to the pollutant PTE trigger levels and other criteria defined in 326 IAC 2-5.5-1(b).
NOTE: Although the pollutant PTE trigger levels are listed under two different rules, they are exactly the same.
- [Source Specific Operating Agreement \(SSOA\)](#): The criteria and scenarios that define what types of sources may request a SSOA are defined in 326 IAC 2-9.
- [Permit By Rule \(PBR\)](#): The criteria and scenarios that define what types of sources may request PBR are defined in 326 IAC 2-10 and 2-11.
- [Minor Source Operating Permit \(MSOP\)](#): The criteria and scenarios that define the requirements for sources to obtain an MSOP are defined in 326 IAC 2-6.1. In general, if the pollutant PTE trigger levels are above those for a registration, but below those for a FESOP or TVOP, then the source should request an MSOP. New sources may request an MSOP even if their PTE is greater than the threshold as long as they re-apply for the FESOP or TVOP within one (1) year of receiving the MSOP.

- **Federally Enforceable State Operating Permit (FESOP):** The criteria and scenarios that define the requirements for sources to obtain a FESOP are defined in 326 IAC 2-8. In general, if the uncontrolled pollutant PTE levels trigger the source to obtain a TVOP, the source may take a "federally enforceable" limit on PTE to less than their significant threshold for all of the pollutants that are triggering Title V applicability.
- **Title V Operating Permit (TVOP):** Pursuant to Title V of the Clean Air Act, any "Major Source," defined in Part 70 of the Code of Federal Regulations and in 326 IAC 2-7-1(22), is required to obtain a Title V Operating Permit. The TVOP is also referred to as a Part 70 permit. The criteria and scenarios that define the requirements for sources to obtain a TVOP are defined in 326 IAC 2-7.
- **Exemption:** If you are applying for one of the permitting exemptions allowed under 326 IAC 2-1.1 or any other Article 2 rules, check this box and identify the specifics of the requested exemption in a separate document. Attach this documentation to the permit application packet.

6. Permit Type:

Indicate the type of permit you are requesting with this application by checking the appropriate box. The requested permit type will be specific to each permit application. More information on permit types is provided in the general instructions.

- **Initial:** If the permit approval you are requesting will be the first air permit for this source at this location, then we consider this to be your "initial" request for construction and operation approval.
- **Renewal:** If you have an existing registration, MSOP, FESOP, or TVOP that will be expiring, you need to submit a renewal application. In general, air permits will expire five (5) years after the issuance date. The timelines for submitting a timely renewal application are explained in greater detail on the OAQ website.
- **General:** For certain source types and permit levels, OAQ has developed a "general permit" that can be used in lieu of the more formal permitting process. The list of currently available general permits is included in the general instructions and is available on the OAQ website.
- **Modification/Revision:** If you intend to make any change that modifies or revises the source or the permit, this will be a modification/revision. This includes all modifications to TVOPs, revisions to FESOPs and MSOPs, Administrative Amendments, Notice Only Changes, Revocations, Name or Address Changes, etc.
- **Interim Construction:** The criteria and scenarios that define the requirements for construction of new sources and/or new emission units are defined in 326 IAC 2-5.1. An interim permit allows a source to construct their new source while they await completion of their operating permit. Interim approvals are covered in 326 IAC 2-13.
- **Relocation:** Relocations are only applicable to portable sources. If you are planning to relocate your portable source, this application should be submitted thirty (30) days prior to the proposed move. NOTE: Stationary sources cannot "relocate"; therefore, any stationary source that moves to a new location is considered a new source and must comply with the applicable new source construction rules in 326 IAC 2-5.1.

7. New Source Review:

Check "Yes" if you are applying for an initial construction and/or operating permit for a "greenfield" source, previously undeveloped land, or if you are proposing to construct a new emissions unit at an existing source. All new construction will be subject to New Source Review (NSR). Check "No" if the application is for a permit renewal, and no additional emissions units are to be constructed, or for a source that has already been constructed and needs only to obtain a first-time operating permit.

Part B: Certification of Truth, Accuracy and Completeness

Every air permit application packet must include an official certification in order to be deemed complete. Any air permit application packet that we receive without a signed certification will be deemed incomplete and may result in denial of the permit. The person certifying the air permit application packet needs to place a check in the box next to the certification statement once they have reviewed the contents of the air permit application packet and can truthfully certify that the air permit application packet is truthful, accurate, and complete with respect to the source's current operations. Below the certification statement in the spaces provided, they need to provide their legal name, their title (with respect to the source), their signature, and date the form.

For a TVOP or a SSOA, a "responsible official" as defined in 326 IAC 2-7-1(34) must certify the air permit application. For all other applicants, this person is an "authorized individual" as defined in 326 IAC 2-1.1-1(1).